

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA

REVISIONS TO FRBP (see also 1st Amended Admin. Procedures for ECF)
Effective December 1, 2003

SUMMARY FOR ATTORNEYS

If you file petitions for debtors:

1. Use current forms for Voluntary Petition, Involuntary Petition, Schedules, Statement of Financial Affairs and Proof of Claim form through 11/30/03.
2. Use NEW/REVISED forms on or after 12/1/03.
3. Contact bankruptcy petition software company and obtain and install software upgrade or obtain revised paper forms by 12/1/03.
4. Submit/key in the full Social Security number with petition if you use automatic case upload or file on-line via the Internet.
5. If you do not file on-line, a hard copy of the Statement of Social Security (Form 21) will need to be submitted with the court at the same time you file the petition.
6. Irregardless of filing method, maintain the original, signed Form 21 for four years after the case or proceeding is closed.

If you file papers/pleadings for creditors:

1. Advise clients that their access to information about debtors' Social Security numbers will be limited to the last four digits of the Social Security number. Information available via PACER and at terminals located in the court will be restricted.
2. Advise clients to maintain their copy of the 341 notice, which will display the debtors' entire Social Security number.
3. Use the revised Proof of Claim Form when filing a claim.
4. Be aware that the Discharge and Confirmation Orders will NOT reveal the debtors' entire Social Security number.